



South Carolina Department of Insurance

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To: All licensed producers, Insurance adjusters, Public Adjusters, Appraisers, Agency Owners

From: Director of Insurance, State of South Carolina

Subject: Change of Address using the Department's Website

Date: February 3, 2004

South Carolina Code Ann. §38-43-107 requires all licensed producers to supply the Department of any change in their business, mailing and residence street address within thirty days. Pursuant to Section 38-2-10, failure to inform the Department within this period could result in penalties up to \$2500. Consequently, the purpose of this memorandum is to remind licensed individuals of this requirement and to provide assistance to individuals seeking to make changes to their business, mailing and residence street address using the Department's on-line services at: www.doi.sc.gov.

THE FOLLOWING STEPS WILL HELP ENSURE A SUCCESSFUL CHANGE OF ADDRESS:

1. On the Department's home page located on the left side of the website, click: SCDOI Connect – Login/Logout to advance the screen.

SCDOI Connect Login

2. When the screen changes, look to the top-right side of the page across from the User Id and Password boxes and you will be asked to [CREATE AN ACCOUNT](#). Click on this highlighted area. *It does not cost anything to create an account*. Creating an account merely involves typing in your social security number, date of birth and answering several questions that only the producer will know the answer. All questions must be answered to [CREATE AN ACCOUNT](#). The questions have been designed to help licensed individuals to remember their password if it is forgotten.

*User Id: ? **CLICK HERE** → Not a registered user?
[Create an account](#) now!

*Password: ?

3. Once all questions have been answered, click NEXT, and the screen will advance for the producer to select a password and user Id number. Once this information is entered and saved, the respective producer's licensing and address information will be displayed on the screen. Changes can then be made. Please protect your user Id and password information.